

Rule R27-5. State fleet information system.

As in effect on _____

Sections

R27-5-1. Authority.

R27-5-2. Definitions.

R27-5-3. Use requirements.

R27-5-4. System Components.

R27-5-5. State vehicle Report.

R27-1-1. Authority.

(1) Pursuant to Section 63A-9-401(1)(b), the Department of Administrative Services, division of Fleet Operations is responsible for ensuring that state vehicles and peripheral or add-on equipment for all departments, universities and colleges are properly inventoried and accounted for in one or more automated fleet information systems.

R27-5-2. Definitions.

(1) As used in this Chapter, unless the context requires otherwise, the following words, phrases, and abbreviations have the meanings listed:

- (a) "Department"- Department of Administrative Services.
- (b) "Division"-Division of Fleet Operations.
- (c) "Agency"- As defined in 63A-9-101.
- (d) "State Vehicle"-As defined in 63A-9-101.
- (e) "Motor Vehicle"- As defined in 63A-9-101.
- (f) "GVWR"- Gross Vehicle Weight Range. Used as a measurement to determine the weight bearing capacity of a specific vehicle.
- (g) "Class 1 (light-duty vehicle)"- GVWR 3,000-6,000 lb. Includes but is not limited compact sedans, mid-size sedans, full-size sedans, police cruisers, light-duty cargo vans, full-sized pickups, and light-duty passenger vans (5-8 people). Horse power range 100-160.
- (h) "Class 2 (light-duty vehicle)"- GVWR 6,001-10,000 lb. Includes but is not limited to heavy-duty pickups, forward-control chassis for walk-in vans, chassis cabs for service trucks, service trucks with compressors, passenger vans (12-15 people), off road 4-wheel drives, 4x4 Utility vehicles, station wagons on truck chassis, and large Cargo vans. Horsepower range: 130-200 hp.
- (i) "Class 3 (light-duty vehicle)"- GVWR 10,001- 14,000 lb. Includes but is not limited to heavier step vans, larger pickup trucks, large service trucks, Van bodies, ambulances, small fire trucks, Wildlife fish trucks, and motor homes. Horsepower range: 130-200

hp.

- (j) "Class 4 (Heavy-duty vehicle)"- GVWR 14,001-16,000 lb. Includes but is not limited to Walk-in chassis-utility type work trucks, bookmobiles, aerial bucket trucks, food service trucks, and mechanic mobile repair trucks.
- (k) "Class 5 (Heavy-duty vehicle)"- GVWR 16,001-19,500 lb. Includes but is not limited to Light-weight, medium duty type chassis cabs, Digger Derricks trucks, farm/ranch flatbeds, and stake bed trucks.
- (l) "Class 6 (Heavy-duty vehicle)"-. GVWR 19,501-26,000 lb. Includes but is not limited to Single axle straight trucks, delivery van-body trucks, commercial box trucks, one-way rental, school buses, shuttle buses and large farm trucks. May require a commercial drivers license (CDL) to operate these class vehicles.
- (m) "Class 7 (Heavy-duty vehicle)"- GVWR 26,001-33,000 lb. Includes but is not limited to Single axle tractors, tanker trucks, larger over-the-road buses and single axle dump-trucks. Generally requires a commercial drivers license (CDL) to operate these class vehicles.
- (n) "Class 8 (Heavy-duty vehicle)" GVWR 33,001 lb and over. Includes but is not limited to Over-the-road line-haul tractors, fire-trucks, tandem axle dump-trucks, and garbage/refuge trucks. Generally requires a commercial drivers license (CDL) to operate these class vehicles.
- (o) "Construction Class (Heavy-duty vehicle)"- Includes but is not limited to Forklifts, backhoes, skid-loaders, trenchers, dozers, graders, track hoes, and loaders.
- (p) "Required state Vehicle"- Includes all vehicles classified between class 1 (light-duty vehicle) to class 8 (Heavy-duty vehicle), construction class vehicles, replacement vehicles and all AFV equipped vehicles.
- (q) "Replacement Vehicle"- An existing state owned vehicle part of the central fleet replacement fund. A replacement vehicle could be any type vehicle approved by Governor's office of Planning and budget and funded by the Legislature. These vehicles must be tracked in the division's fleet system.
- (r) "AFV vehicle"- means a vehicle that operates on an alternative fuel such as electricity, hybrids, compressed natural gas, propane, hydrogen, methanol, and ethanol. These vehicles are covered under the federal alternative fuel mandate. These vehicles must be tracked in the division's fleet system.
- (s) "Specialty Equipment"- Small utility and construction vehicles or specialized equipment less than 3,000 GVWR used to perform perfunctory tasks in a specific, controlled or confined work environment. These vehicles include but are not limited to the following examples; Golf carts, mules, ATV's, lawn mowers, trailers, small farm equipment, snowmobiles, rafts, carts, boats, weed-eaters, trenchers, portable toolboxes, snow-blowers, pallet-jacks, warehouse equipment, portable generators, and other small or miscellaneous equipment. These vehicles and equipment may be tracked in the division's fleet system at the option of each agency.
- (t) "Unique Equipment"- High-cost vehicles and equipment such as trains, locomotives, airplanes, jets, mobile power stations, large military type vehicles and helicopters. These vehicles and equipment may be tracked in the division's fleet system at the option

of each agency.

- (u) “Miscellaneous Equipment”- Non fleet related equipment such as transits, surveying equipment, traffic counters, semaphores, and all diagnostic related equipment. These vehicles and equipment may be tracked in the division's fleet system at the option of each agency.
- (v) “Other Equipment”-Used as a category on the state vehicle report to group vehicles and equipment not identified in the standard reporting categories.

R27-5-3. Use requirements.

(1) Each agency managing a required state vehicle shall track these vehicles in the division's fleet information system. Each agency shall be required to utilize every module defined in subsection four(4). Each module is a real-time system and each agency should enter data in a timely manner so reports reflect accurate data.

(2) The division shall provide each agency with program access, software updates, licensing fee requirements, system reports, LAN coordination, user manuals, user help-desk access, and user training necessary to maintain and operate the division's fleet system to track required state vehicles.

(3) The cost to provide these services shall be included in the division's rates. These costs will be evaluated and analyzed on an annual basis and approved by the department's rate committee.

(4) The division shall make every effort to design specialized reports and peripheral computer system interfaces necessary to assist each agency with their specialized day-to-day operations.

(5) Each agency may elect to track their specially and unique equipment using the division's fleet system and core resources. Any costs associated with the tracking these non-required state vehicles and equipment shall be passed onto the respective agency.

(6) The division shall provide access to all network services program data for each fleet using agency. These services include all maintenance, services, repairs and fuel transactions. The division will provide resources necessary to create an interface to transport data to and from the CARS system.

R27-5-4. System Components.

(1) The division of fleet operation's fleet information system shall be known as Computerized Automotive Resource System (CARS). Hereinafter referred to as CARS. The primary purpose of this system will be to track data related to required state vehicles. This system is comprised of four major components called modules;

(A) Fleet Anywhere module- This module contains a software package used to track various aspects of fleet vehicles and equipment, such as cost information and historical

information. This system is comprised of three (3) core sections;

(i) Inventory section- Used to track the demographic information relating to each piece of state equipment operated by the agency. This section includes but is not limited to the following information; Year, Make, Model, Acquisition costs, betterments, add-ons, upgrades, components, class codes, rate codes, PM codes, etc.

(ii) Work order section- Used to track the day-to-day maintenance, PM serving, fuel transactions and repair history associated with the operation of equipment. Parts activity, inventory and warehousing are part of this section.

(iii) Reservations and Motor Pool center- This section tracks each piece of equipment's assignment history and historical utilization. This section is designed to operate a daily motor pool operation.

(B) Billing module- This module is used to track the billing history of the state's fleet and equipment information assignments.

(C) Reporting module- This module is comprised of several standardized statewide cost, repair, assignment and utilization reports.

(D) Import/Export tools- This module facilitates the movement and interfacing of data between several different state computer applications.

R27-5-5. State vehicle Report.

(1) Pursuant to 63A-9-402 the division shall prepare a state vehicle report using the information on required state vehicles provided by each agency. This report shall be a real-time automated report produced by CARS system and distributed to the Legislature and the Governor's office of planning and budget on or before November 1st of each calendar year.